Chapter 1 Concepts

OVERVIEW

Contract Header
Table   The purposes of the contract header table are:

!   To provide a reference point for processing of contract awards within AGPS

!   To provide the user with the capability to add and maintain contract header table records

!   To provide the user with the capability to enter and maintain contract performance bond information

!   To provide a parent record for processing of related contract commodity lines

!   To provide a reference point for inquiry of contract award data, i.e., awarded vendor, award amount, solicitation/award codes, requisition number, etc.

!   To provide a reference point for processing of contract release orders, i.e., begin ordering and end ordering dates, etc.

Contract Fiscal
Year Table   The purposes of the contract fiscal year table are:

!   To provide the user with the capability to restrict purchase action against a third party contract by a specific dollar amount and fiscal year.

!   To provide the user with the capability to inquire amount in process against a contract by fiscal year.

!   To provide the user with the capability to inquire amount on order against a contract by fiscal year.

!   To provide the user with the capability to inquire available balance against a contract by fiscal year.

!   To provide the user with the capability to inquire payments in progress against a contract by fiscal year.

!   To provide the user with the capability to inquire payments approved against a contract by fiscal year.

Contract
Demographic
Labels Tables   The purposes of the contract demographic labels tables are:

!   To provide the user with the capability to set up labels to identify data that the user wishes to capture at the header and line level.

!   To provide a reference point for retrieval of contract header and contract line demographics data.

Terminology   The following terms are used throughout this unit:

Begin Contract Date. This term is used to refer to a date used to indicate the effective date of a contract.

End Contract Date. This term is used to refer to a date used to indicate the termination date of a contract.

Executive Agency. This term is used to refer a code used in the agency (AGCY) database to identify the parent agency of the requisitioning and/or paying agency.

T-Number. This term is used to refer to a contract type or grouping number used to indicate the type of services/commodities on contract, i.e., janitorial services, medical supplies, etc.

Third Party Contract. This term is used to refer to a contract awarded outside of AGPS, but entered into AGPS in order to provide system controls on the contract.

Key Concepts

Overview

Third Party Contracting is to provide a direct entry process whereby a contract, useable by state agencies, awarded external to AGPS may be entered directly into the contract database for ordering purposes. Additionally, it provides system controls, in the form of edits, to prevent agencies from ordering more, by dollar amount, than is permitted on a third party contract for any given fiscal year, up to ten fiscal years per contract.

Fiscal Year
Not To Exceed
Amount

Third Party Contracting provides a capability to specify, by fiscal year, a specific not to exceed dollar amount. Once established, the system will not permit processing of contract release orders for a cumulative total, in a given fiscal year, greater than that fiscal year's not to exceed amount.

Contract Release
Orders

Third party contract processing also provides the ordering agency the capability to utilize the AGPS contract release order process for obtaining services or commodities from a third party contract. Processing will require the use of a unique order document type that will identify the order as a contract release order against a Third Party Contract. As a result, a complete audit trail will be maintained by agency of all third party orders processed, order changes, receipts, invoices, and payments. Additionally, fiscal year amounts for orders and payments are maintained for each Third Party Contract by fiscal year as normal processing occurs.

Discussion of Transactions

Direct Contract Entry Screen (KDIR)

The direct contract entry screen provides the user with the capability to record and maintain a third party contract for processing of contract release orders in AGPS for that contract.

Contract Fiscal Year Table (KOFY)

The contract fiscal year table provides the user with the capability to record and maintain fiscal year not to exceed amounts for a third party contract for processing of contract release orders in AGPS for that contract.

Contract Labels Table (KLBL)

The contract labels table provides the user with the capability to maintain labels to be used for demographic fields of the contract header.

Contract Demographic Data (KODM)

The contract demographic data screen provides the user with the capability to maintain data for the labels identified for the contract header.

Contract Line Demographic Labels Table (KLDL)

The contract line demographic labels table provides the user with the capability to maintain labels to be used for demographic fields of the contract line.

Contract Line Demographic Data (KLDM)

The contract line demographic data screen provides the user with the capability to maintain data for the labels identified for the contract line.

NOTE: **With the exception of the above, processing of third party contracts will be conducted in the same manner as standard AGPS contracts. Refer to Section 11, Contract Processing.**